

HIT Ranking Activity

Goal & Final Product:

A ranked list of RFI items the group would like to see incorporated into the construction of the RFP.

Additionally, this ranking will assist in the assignment of point values used at the technical scoring phase once all bids are received. Knowledge of the point values is firewalled from all with a potential conflict of interest and RFP scoring committee members.

Considerations:

- Removing or consolidating items is acceptable at any point during the process
- We will be working in priority waves; most important first, working down the line.
- Telephonic Attendees can email their selections to Moyerc@dhw.idaho.gov during the activity to have their feedback added.
- There is a great deal of material to cover, participants should keep discussion and comments to the area specific item(s) currently before the group
- Two different types of information must be considered when selecting priorities
 - a. RFI recommendations and scoring matrix represent the responses received from potential bidders – these speak to the quality of the question asked
 - b. The importance of the item in relation to the desired contract outcome is more subjective and qualitative in nature – keep this in mind when voting

Activity Steps:

1. Each participant will have 6 stickers to start.
2. Every participant will affix a sticker to 6 items on the posters they feel are the most important to the RFP product – it's all important but we need a completed ranking at the end of the day.
3. Based on the number of stickers on a single item, that RFI item will be placed on the board for discussion by the group.
4. After the top 10 items have been established, a second round of 'voting' will begin – continuing the process

